



JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

ACCOUNTANT TRAINEE
\$3,240-\$3,751
ACCOUNTING SERVICES BUREAU
SACRAMENTO

RESPONSIBILITIES: Under the close supervision of the Accounting Administrator I (Supervisor), in the Accounts Payable and Contracts Payment Section, the Accountant Trainee, as a learner, performs various professional accounting duties of average difficulty in the establishment and maintenance of accounts and records as they relate to the accounts payable process. Duties include:

- Audits the claims and invoices received for departmental goods and services. This function requires that claims be in accordance with contract language, State Administrative Manual, Government Code, departmental policy, and Victims Compensation and Government Claims Board rules and regulations.
- Prepares and inputs the appropriate entries required to post payment of invoices into the California State Accounting and Reporting System (CALSTARS) which requires knowledge of the departmental organizational and programmatic structure and the Uniform Codes Manual.
- Assists the Accounting Officer in verifying payment records for the Section to CALSTARS reports and making necessary adjusting entries to CALSTARS accounts to reflect accurate balances.
- Prepares claim schedules for submission to the State Controller's Office to ensure timely payment of departmental vendors.

DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience with State accounting principles, methods, and procedures.
- Knowledge and experience of the principles and practices of CALSTARS.
- Have excellent communication and analytical skills.
- Ability to maintain a courteous and professional demeanor at all times.
- Ability to work independently as well as part of a team.
- Ability to be flexible and able to work in a fast-paced office environment.

WHO MAY APPLY: Applications will be accepted from current California State employees at the Accountant Trainee level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Tina Brown, Human Resources Management Division, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Accountant Trainee #192-4179-023" on the State application.** For additional information, please call (916) 492-3351.

FINAL FILING DATE: July 1, 2013 – Close of Business (5:00 p.m.)

NOTE: Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.

06/20/13 tb

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD
AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS
OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS,
DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
